



# STATE OF CONNECTICUT



## *DEPARTMENT OF EDUCATION*

### **JOB OPPORTUNITY BUREAU OF HUMAN RESOURCES PAYROLL OPERATIONS**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE  
BOTTOM OF THIS PAGE!**

Open To: The Public  
Location: 165 Capitol Avenue, Hartford, CT 06106  
Hours: 8:00 a.m. – 5:00 p.m.  
File # 104534  
Salary Range: \$8.25 – \$11.00  
Closing Date: April 24, 2013

The Department of Education has an employment opportunity for a Summer Worker to work in the Bureau of Human Resources Payroll Operations.

#### **General Knowledge:**

Knowledge of office procedures including computer skills, proper telephone usage and filing, knowledge of spelling, punctuation grammar, basic interpersonal skills; basic oral and written communication skills.

#### **Example of Duties:**

Performing clerical tasks such as filing, typing, data entry, mail handling, computer skills, i.e. Microsoft word, access, excel, copying, compile and sort forms, recording information, auditing employee data, assisting with year-end school activities, answering telephones, e-mails, reception duties and related duties as required.

#### **Application Instructions:**

Interested candidates should, submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to:

**Department of Education  
Alicia Sailor  
165 Capitol Avenue – Room 317  
Hartford, CT 06106  
Telephone: (860) 713-6655  
Fax: (860) 713-7012  
E-Mail: [alicia.sailor@ct.gov](mailto:alicia.sailor@ct.gov)**

**All required documents must be submitted to be considered for interview.**

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101. [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).”

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**